



FY2016 PROJECT-BASED GRANTS CITY ARTS PROJECTS GUIDELINES

Applicants may submit one City Arts Project application per grant cycle

Project Budgets - \$200,000 and up

Organizations may request up to \$50,000
Deadline: Wednesday, May 13, 2015 at 4:00PM

Projects Budgets - \$100,000- \$199,000

Organizations may request up to \$40,000
Deadline: Wednesday, May 13, 2015 at 4:00PM

Project Budgets - Less than \$100,000

Organizations may request up to \$30,000
Deadline: Wednesday, May 13, 2015 at 4:00PM

Projects by Individuals

Individuals may request up to \$10,000
Deadline: Wednesday, May 13, 2015 at 4:00PM

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City Arts Projects Description

The City Arts Projects (CAP) grant provides project support for individuals and organizations to execute projects that promote arts and humanities activities to a diverse range of communities within the District of Columbia. The DCCAH highly encourages small, medium and large projects that have District impact and engage District residents and visitors. Also, the DCCAH encourages community-based projects that share characteristics such as geographic location, common interests or a collective identity. Artistic projects may include, but are not limited to: concerts, visual arts exhibitions, literary readings, and festivals that feature dance, folk art, film, music, theater and other art forms.

City Arts Projects will be reviewed by cohorts based on the project's artistic expense budget and projects produced by individuals or organizations.

Cohort	Maximum Request	Grant Manager
Project Budgets - \$200,000 and up	\$50,000	Steven Mazzola, steven.mazzola@dc.gov
Project Budgets - \$100,000 - \$199,000	\$40,000	Steven Mazzola, steven.mazzola@dc.gov
Project Budgets - Less than \$100,000	\$30,000	Steven Mazzola, steven.mazzola@dc.gov
Projects by Individuals	\$10,000	Regan Spurlock, regan.spurlock@dc.gov

Individuals are not required to match grant funds. Organizations have a 1:1 cash matching requirement. This is designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other DCCA's funds may be used to satisfy the matching requirement. Funds must be spent within DCCA's fiscal year (October 1, 2015 to September 30, 2016).

City Arts Projects Goals

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Increase quality of life by supporting a vibrant community identity through the arts and humanities; and
- Stimulate the creative economy through investments in local artists and arts organizations.

Successful CAP Applications

- Clearly articulate the design, deliverables and schedule of the project including the impact of the project on the community and on the artists and/or organization involved in the execution.
- Demonstrate knowledge about the community and community members where the project is sited and reflects this understanding of its location and participants throughout the application.
- Employ new methods and technology for engagement while ensuring project accessibility for all.

Eligibility Requirements

- Applicants are prohibited from submitting CAP applications for projects that feature temporary or permanent **PUBLIC ART** projects. For **PUBLIC ART**, review the Public Art Building Communities (PABC) grant program for more information. The PABC deadline is August 21, 2015.
- Eligible projects for individuals are projects that work independently of the applicant's affiliated organization. Individuals who are staff of a non-profit organization may not apply for funding for projects that are part of that organization's programming. Individuals who are staff or proprietors of a for-profit organization cannot apply for funding for projects that are a product or service of that organization.
- Applicants are prohibited from submitting CAP applications for projects that provide educational activities for youth. For **ARTS EDUCATION PROJECTS**, review the Arts Education Program (AEP) grant program for more information. The AEP deadline is Monday, May 11, 2015.
- **Applications not adhering to this policy will be automatically deemed ineligible.**

Individuals may apply if they meet all of the following eligibility requirements at the time of application.

Applicants must:

- Be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;
- Have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address;
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2015, are ineligible to receive an additional award from DCCAH in FY2016; and
- Do not use fiscal agents.

Organizations may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:

- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Have a demonstrated commitment to provide arts and humanities programs to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts and humanities activities occur within the District of Columbia;
- Are in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2015, are ineligible to receive an additional award from DCCAH in FY2016;
- Do not use fiscal agents; and
- Are not colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools.

For Festivals requests, applicants must also meet the following eligibility requirements:

- A minimum of 1,000 people must benefit from the festival;
- Artistic programming must comprise a minimum of six (6) hours of the festival;
- Festival events and programs must be publicly advertised and open to the general public;
- The festival may not be a block party, fundraiser or charity benefit;
- Funding may be used for project expenses only, which includes support for salaries and operations directly related to the festival events and programs. Funding may not be used for food, beverages, capital costs, building renovations/improvements, cash prizes, gifts, security, items for sale (for example, t-shirts and posters) or any operational costs associated with the administrative office (such as staff salaries, office rent and utilities, office equipment, office supplies, etc.); and
- All festival activities must comply with District of Columbia permits, policies and safety requirements. Be sure to include these items in the project budget, where applicable.

Funding Restrictions and Allowable Costs

Applicants may receive only two (2) grant awards per fiscal year from Arts Education Program, City Arts Projects and Grants-In-Aid. An applicant is not restricted from receiving additional grant awards from any other grant program(s).

As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that District government and the DCCAH have determined as valid expenditures.

Grantees may not spend more than 35% of the CAP grant on overhead and administration costs.

Examples of allowable costs for City Arts Projects:

- Artistic personnel;
- Artists / consultants;
- Space rental and fees;
- Travel and transportation directly related to project implementation; and
- Equipment purchases that equal up to 25% of the grant award, which are directly related to project implementation; and
- Overhead, maintenance and administration not exceeding 35% of the grant and match.

Examples of unallowable costs for City Arts Projects:

- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Equipment purchases over 25% of the grant award;
- Travel not directly related to the execution of the project;
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools;
- Operational Reserve – CAP awards cannot go toward Operational Reserves.

All project expenses must be documented by the grantee within the grant agreement. The grant agreement will not be processed for payment until expenses are reviewed and approved by the grants manager. The grantee will be responsible for demonstrating cash expenses in interim and final reports.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between April and May 2015, the DCCAH will conduct free workshops and application review for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. More information about the dates and times of these workshops may be found at www.dccarts.dc.gov under [Grant Writing Assistance](#). **The DCCAH urges all applicants to**

attend these workshops. In addition, DCCAH staff members are available for 30-minute appointments up to one week before the deadline.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and the THEARC. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are encouraged to RSVP. Be sure to bring photo identification when you arrive. Contact Alexxis Hooks at Alexxis.Hooks2@dc.gov or call 202-724-5613.

Day & Date	Time	Topic	Location
Wednesday, April 8	2:00pm-3:30pm	CAP (Individual)	DCCAH
Wednesday, April 8	6:30pm-8:00pm	CAP (Organization)	DCCAH
Thursday, April 9	9:00am-12:00pm	OPEN HOURS	THEARC - Community Room
Monday, April 13	2:00pm-3:30pm	Cultural Data Project Webinar	Online
Tuesday, April 14	12:00pm-1:30pm	CAP (Organization)	DCCAH
Wednesday, April 15	9:00am-12:00pm	OPEN HOURS	THEARC - Recital Hall
Wednesday, April 15	12:00pm-1:30pm	CAP (Individual)	THEARC - Recital Hall
Thursday, April 16	Holiday	Holiday	Holiday
Monday, April 20	2:00pm-3:30pm	Cultural Data Project Webinar	Online
Wednesday, April 22	3:30pm-5:00pm	Online Portal Support	DCCAH Multi-Purpose Room
Wednesday, April 22	6:30pm - 8:00pm	CAP (Individual)	DCCAH
Thursday, April 23	9:00am-12:00pm	OPEN HOURS	THEARC - Recital Hall
Thursday, April 23	12:00pm-1:30pm	CAP (Organization)	THEARC - Recital Hall
Thursday, April 30	9:00am-12:00pm	OPEN HOURS	THEARC

FY2016 Workshops will be located at:
<p>DC Commission on the Arts and Humanities 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003</p> <p>THEARC 1901 Mississippi Ave., SE Washington, DC 20020</p>

Cultural Data Project:

There have been changes to the FY15/16 Cultural Data Project that make reporting clearer, simpler and more efficient. Learn the basics of participation in the Cultural Data Project. The CDP New User orientation will walk applicants through the process of completing their Data Profile, applying to participating grantmakers, and generating reports. This orientation is recommended for organizations that are new to the CDP, or as a refresher on using the online system.

For applicants interested in participating in the online Cultural Data Project workshops, please visit CDP <http://www.dcculturaldata.org/news.aspx>.

Application Process

All of the FY2016 grant program guidelines are available www.dcartools.dc.gov. DCCAH utilizes an online grant portal. All applications must be submitted online by the deadline, 4:00 pm, Wednesday, May 13, 2015. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from October 1, 2015 to September 30, 2016. Grant funds may not be used for project activities that occur prior to October 1, 2015. DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications.

Grant Application Procedure

1. Review the FY2016 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;
2. Go to the [Apply for Grants](#) page and select the [Grant Application Portal](#) to register:
 - To reset the password either select “Forgot your password?” or click [here](#).
3. Once fully registered, applicants must select the desired grant program(s),
4. Complete the application questions and budget/budget narrative data,
5. Upload all required documents, supplementary material, and work samples,
6. Submit the application by 4:00pm on the grant program’s deadline date.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one DC Commission grant program or grant category.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application’s submission does not guarantee an application’s eligibility or recommendation for funding by the Advisory Review Panel. DCCAH staff is not permitted to make corrections to applications on behalf of applicants. DCCAH staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating their application within five business days of DCCAH’s notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applications are scored according to four categories: Artistic Content, District Impact & Engagement, Capacity and Sustainability, and Overall. The evaluation criteria are specific to each grant program and listed in each grant program’s guidelines.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

DCCAH selects Advisory Review Panelists for each grant program to make funding recommendations to the Commission Board. Advisory Review Panelists are arts, humanities and/or business professionals, independent of the Commission, who ensure that the DCCAH provides programs and services that meet the needs of the District's cultural community. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review of all applications and convene as group to discuss the applications and finalize scores.

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

For more information regarding the grant review process please visit the [Guide to Grants](#). To nominate a person to serve on DCCAH's Advisory Review Panels, see DCCAH's [FY2016 Call for Panelists](#).

Notification and Payment

Applicants will be notified in writing of their application status on October 9, 2015. This notification may consist of a grant package, letter of ineligibility, or letter of denial.

The date of payment disbursement is subject to change depending on the availability of funds. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. To expedite the payment process, DCCAH strongly recommends FY2016 grant recipients register for direct deposit. For more information on direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on our website at [Managing Grant Award](#).

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2016 grantees with unfulfilled reporting, in any funding program, as of October 15, 2015, are ineligible to receive any additional awards from DCCAH.

Risk Management and Performance Monitoring

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). DCCAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

All FY2016 grant recipients must complete final reports by October 15, 2016. Grantees are required to document payment of all grant related expenses as well as the required match. Interim and final report will be completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.

Contact Information

For more information regarding DCCA's grant programs, or clarification about accessibility requirements, work sample submissions and grant making process, please refer to the [Guide to Grants](#). Additional questions about the City Arts Projects should be directed to the following grants managers at 202-724-5613 or via email:

Cohort	Maximum Request	Grant Manager
Project Budgets - \$200,000 and up	\$50,000	Steven Mazzola, steven.mazzola@dc.gov
Project Budgets - \$100,000 - \$199,000	\$40,000	Steven Mazzola, steven.mazzola@dc.gov
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Projects by Individuals	\$10,000	Regan Spurlock, regan.spurlock@dc.gov

PROJECT-BASED GRANTS

FY 2016

City Arts Projects

Review Criteria

Artistic Content 40%

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- The described project, goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

District Engagement and Impact 30%

- The applicant directly targets District of Columbia residents;
- The described arts activities are enriching experiences that meet the needs of the target audience(s) within the District of Columbia;
- Varied and appropriate marketing methods are used to target the target audience;
- The applicant partners with similar or complementary organizations to leverage resources for the described activities; and
- The proposed activities and services are available to people with disabilities.

Capacity and Sustainability 20%

- The applicant demonstrates proper oversight with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, to implement the proposed request;
- For Festivals, the applicant has determined what required permits and permissions are necessary to produce the event;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

Overall 10%

- The applicant provides a clear explanation of the grant request and intended project outcomes;
- The project aligns with and supports the applicant's mission;
- The applicant has a demonstrated commitment to providing similar programs and/or services to residents of Washington, DC; and
- The application, grant request and intended outcomes support the goals of the City Arts Project grant.

FY 2016

City Arts Projects

Application Checklist

The following is in addition to the required narrative questions within the online grant application. This checklist includes all mandatory and supplementary documents required to submit the City Arts Projects application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

Individuals:

- Work Sample(s) – see [Guide to Grants](#) for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, letters of agreement from project site if applicable, etc.
- Resume(s) of key personnel involved in the project, such as artistic staff and project administrators
- Signed W-9 (Request for Taxpayer Identification and Certificate)

Organizations:

- Work Sample(s) – see [Guide to Grants](#) for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Resume(s) of key personnel involved in the project, such as artistic staff and project administrators
- 2014 CDP Funders Report (Review Complete)
- List of current board of directors, including officers, occupations and term limits
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- IRS Letter of Determination
- DC Certificate of Incorporation
- Letter of Project Site Agreement if applicable



ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (DCCAH) values and emphasizes artistic excellence in all grant programs within all disciplines. This section contains detailed information on the DCCAH's requirements and suggestions regarding artistic content.

Artist content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Capacity and Sustainability, Overall and others. Artistic content is demonstrated to the Advisory Review Panel through the applicant's:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé(s) of key personnel; and**
- **Section 4 - Assessment and evaluation methods**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art. All applicants must submit artistic work samples.

To further assist you in submitting strong artistic content with your application, DCCAH has provided:

- **Section 5 – General suggestions from DCCAH staff.**

Section 1 - Work Samples

Work samples are a critical to each application and are carefully considered during application review. The DCCAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant's artistic discipline and the nature of the grant request. *Applicants must adhere to the work sample requirements below in order to be eligible for consideration.*

Work samples must be no more than two years old. Submitting older work samples will make the application ineligible for funding consideration.

Arts Education	
	Includes video and audio excerpts, writing samples, and student art work along with syllabi, lesson plans, and other materials created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
Crafts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the

	list in the order that you would like the images to be viewed. Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Dance	
	Submit up to two video recordings of performances.
	Submit an ensemble selection unless you are a soloist or the project involves a solo.
Design Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Interdisciplinary	
	Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.
Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and creative nonfiction writing	Submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit 10-15 pages of poetry from no fewer than five poems, not to exceed 10 poems.
	Shorter poems should be printed one to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three contrasting pieces.
Media Arts	
Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Provide the required work samples (as described herein) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.
Music	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten different works.

	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Theater	
Actors	Submit video recordings of two contrasting monologues.
	Still images of productions are prohibited.
Directors	Submit a copy of a 1-3 page concept statement of a recently directed play.
Organizations	Submit up to two video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound designers	Submit up to three audio recordings.
Visual Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample! They do, however, reinforce the quality of the applicant's artistic disciplines(s).

Some examples of support materials are:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates;
- Sample lesson plans;
- Assessments and evaluations; and
- Awards.

Section 3 - Résumés of Key Personnel

Another way for the Advisory Review Panel to determine the artistic content of each application is to review the résumés of the key artists, administrators, and facilitators involved in the grant activities. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience. Their backgrounds as artists and

administrators should be relevant to the project and clearly demonstrated through their professional résumés.

Section 4 – Assessment and Evaluation

Purpose of Assessment & Evaluation

(a) To determine the efficacy of a program – as articulated in the program goals and as required for grant reporting.

(b) To provide evidence to support changes in order to improve the program and its delivery.

Types of Assessment & Evaluation

(a) Qualitative Assessment is often subjective in approach and narrative in nature.

(b) Quantitative Assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment & Evaluation Design

There are many ways to assess and evaluate programming including; needs assessments, pre- and post-testing, and formative, observational, and summative assessments that utilize mixed method approaches such as portfolio assessment.

Section 5 - General Suggestions from DCCAH Staff

When creating and preparing Work Samples, Support Materials and Résumés, the DCCAH recommends considering the following:

- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPEGs with the resolution of at least 72 dpi
- The file upload limit is 80MB. If your work sample is larger than this, we encourage you to provide a link rather than compromise the quality of the work sample
- Less is more. Oftentimes, adding more than the recommended number of work samples to your application will weaken the application.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
- Advisory Review Panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application.
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.
- Digital File Format - All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)
 - Template: Applicant'sLastName.FirstName.Image#.ArtworkTitle.jpg
 - Example – "DaVinci.Leonardo.1.MonaLisa.jpg"

For video submission

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information on required to view your work sample such as plug-ins or navigation paths.
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. DCCAH is not responsible for any material outside of the online grant portal.



ADDENDUM B: DC CULTURAL DATA PROJECT (DC CDP)

The DC Cultural Data Project is a District-wide, collaborative effort of public and private funders and consists of an online system for collecting and standardizing historical, financial and organizational data. The DC CDP will provide the cultural community with comprehensive data on arts and culture in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

DCCAHA requires organizations to complete the DC CDP to apply to the following programs: Arts Education Program, City Arts Projects, Cultural Facilities Projects, East of the River, Grants-In-Aid, Sister Cities International Arts Grant and UPSTART to complete the DC Cultural Data Project (DC CDP) Data Profile.

The DC CDP Data Profile is an annual requirement completed through the [CDP website](http://www.dcculturaldata.org/). The information entered into the Data Profile will be used when an application is created and report materials are submitted for the DCCAHA and other funders.

Complete instructions for getting started with the DC CDP or take part in a free orientation webinar, visit: <http://www.dcculturaldata.org/>.

Please direct questions concerning Cultural Data Profiles to:

DC CDP Help Desk:

Toll Free: 1-855-223-2237 (1-855-22-DCCDP)

Email: help@DCculturaldata.org

The DC CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.

DC CDP website: <http://www.dcculturaldata.org>